



ISSUANCE OF PERSONAL TRAVEL ABROAD AUTHORITY

The travel authority is being issued to an employee of the Department and to the attached agencies to obtain the appropriate travel authorization.

Office or Division:	Administrative Service – Personnel Division
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C), Government-to-Government (G2G)
Who may avail:	All employees of DOJ and the attached Agencies

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Letter request	1	Requesting party
2. Approved application for leave	1	Leave Section
3. Certificate of no pending administrative case	1	Office of Undersecretary in-charge for the National Prosecution Service Technical Staff for non-prosecution offices
4. Income Tax Return (BIR Form 2316)	1	Payroll Section
5. Certificate of no backlog of work assignments/cases	1	Head of Service/Division/Office
6. Justification, if applicable	1	Requesting party

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits necessary documents.	Checks completeness of documents consistent with Department Circular Nos. 051 dated 08 July 2013 and 019 dated 24 March 2017.	None	10 minutes	Personnel Division Staff
	Prepares travel authority	None	15 minutes	Personnel Division Staff
	Forwards to the Personnel Division Head and Director of Administrative Service for initial	None	30 minutes	Personnel Division Staff/ Head of Personnel Division and Director of the Administrative Service
	Routes the travel authorized office for approval	None	5 minutes	Personnel Division Staff
	Approves travel authority	None	-	Authorized signatory
2. Receives the approved travel authority	Release approved travel authority	None	5 minutes	Records Section
TOTAL:			1 hour and 5 minutes	

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as availability of signatories and submission of additional documents.